

Items required for an application for the grant of an outdoors entertainments licence:

1. Application form

Applications must be made in writing, using Council's approved application form, with all sections completed fully.

2. Appropriate fee

The law requires that applications be accompanied by the appropriate fee. This will depend on both the type of organiser and the capacity of the venue. Please note that the application fee has been determined by Government and is non-refundable.

Type of outdoors event:	Full licence fee (£):
An application by a voluntary organisation or a charity relating to outdoor musical entertainments, where that place may hold: <ul style="list-style-type: none">• Not more than 500 persons...• Over 500 persons...	125 250
An application, other than by a voluntary organisation or a charity , relating to outdoor musical entertainments, where that place may hold: <ul style="list-style-type: none">• Not more than 500 persons...• Over 500 persons...	1,000 2,000

Note: A 'voluntary organisation' means an organisation carrying on or proposing to carry on activities otherwise than for the purpose of gain by the organisation or individual members thereof.

Payment can be made by:

- Cash, by calling into the offices (do not send cash by post)
- Debit / Credit Card by calling into the offices or paying over the phone – Tel. 028 71253253
- Cheque, made payable to "Derry City and Strabane District Council"
- BACS, details for which are:

Bank Name & Branch:	DANSKE, 6 Shipquay Place, Derry, BT48 6DF. Head Office: PO Box 183, Donegall Square North, Belfast.
Bank Account Number:	40026018
Bank Sort Code:	950797
IBAN:	GB54DABA95079740026018
SWIFT/BIC:	DABAGB2B
Account Name:	DERRY & STRABANE C
Send remittance to sales@derrystrabane.com stating that the payment is for the purposes of paying a fee for an entertainments licence (Code: 0024/90105)	

3. Public notice advertisement

Not later than 7 days after the date of the application, public notice must be published, in the prescribed format, in **ONE** local newspaper. A copy of the newspaper page containing the advertisement must be supplied to the council (together with the completed form, "Proof of Public Notice") as soon as possible after the publication date, making sure that the publication's name and date is clear on the page – i.e. do not simply cut around the public notice.

Note: on request, the newspaper may be able to send you the full page containing the public notice, as a pdf document, which can then be e-mailed to the licensing team.

4. Event Management Plan

As an event organiser, you need to determine what resources and facilities will be required to ensure that your event is safe and minimises any disruption to the local community, taking into account factors such as: the scale, type and scope of the event; the type and size of audience; the location; the duration of the event; and the time of day and year the event will be held. Risk assessments will help you identify what the required resources and facilities will be. These should then be recorded in an event plan that details the organisation and arrangements that will be in place for managing health, safety and welfare at your event.

The specific information that should be included in an event plan will vary; however, it is likely that the following will be necessary:

- Location map
- Site layout plan
- Event management organisation (e.g. event controller, event safety advisor, etc.)
- Risk Assessments
- Crowd management and security arrangements (infrastructure, procedures, personnel deployment)
- Communication arrangements on site and external
- Evidence of pre-event business / community engagement
- Temporary structures
- Special effects including information on the use of lasers
- Electrical systems being installed and testing arrangements
- Medical and first aid arrangements on site
- Sanitary accommodation, including provisions for disabled people
- Travel and traffic management arrangements
- Ticket sales for the event
- Noise Assessment/Background Survey report
- Noise Management Plan
- Waste management arrangements
- Emergency arrangements, including access routes for police and emergency services
- Evacuation procedures
- Adverse weather management
- Accessibility arrangements
- Child welfare arrangements

5. Fire Risk Assessment

Adequate and appropriate fire safety measures will be required to minimise the risk of injury or loss of life in the event of a fire. We will require a suitable and sufficient fire risk assessment that has been carried out by a competent person specifically for the event. This must include occupancy calculations and identify the fire safety measures that will be implemented. Guidance on carrying out a fire risk assessment for an outdoor event are available on the NIFRS website:

<https://www.nifrs.org/wp-content/uploads/2021/02/Open-Air-Events-and-Venues.pdf>

6. Public and employer's liability insurance

We require the Statement of Insurance to be completed by the insurance company to confirm that the applicant has public and employer's liability insurance cover for the premises. Please do not send insurance documents / schedules, as we cannot accept them.